



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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www.berlinmd.gov



Mayor
Wm. Gee Williams, III

Vice President
Elroy Brittingham, Sr.

Council Members
Dean Burrell, Sr.
Lisa Hall
Paula Lynch
Troy Purnell

Town Attorney
David Gaskill

Town Administrator
Anthony J. Carson, Jr.

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, APRIL 8, 2013

**COUNCIL CHAMBERS – BERLIN TOWN HALL
10 WILLIAM STREET
BERLIN, MD 21811**

EXECUTIVE SESSION.....NONE SCHEDULED

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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TTY users outside Maryland dial 1-800-735-2258

**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, April 8, 2013**

NO EXECUTIVE SESSION

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 Regular Session of the Mayor and Council on March 25, 2013
2. Proclamation 2013-07; Cricket Center
 A Proclamation recognizing April as Child Abuse Awareness Month
3. Proclamation 2013-08; Designating April as Fair Housing Month
4. Proclamation 2013-09; Designation April 20th – 27th as Take Pride in Berlin Week
5. Presentation – Ray Thompson, Berlin Little League
6. Request for Special Event – Old Fashioned Memorial Day
 Monday, May 27, 2013; Henry Park 8 a.m. to 6 p.m.
7. Request for Special Event – Jazz and Blues Festival
 Saturday, May 4, 2013; Main Street 12 noon to 8:00 p.m.
8. Request for Special Event – May Day Play Day
 May 10, 2013; Main Street, 5:00 p.m. to 9:00 p.m.
9. Request for Special Event – Spring Cruisers
 Saturday, May 18, 2013; Main Street, 10:00 a.m. to 2:00 p.m.
10. Presentation – Kate Patton, Lower Shore Land Trust
 Walkable/Bikeable Berlin
11. Powerpoint Presentation – Mary Bohlen
 Walking Initiatives
12. Notice of Spring Yard Waste Pickup for April 17th & April 24th
13. Departmental Reports
 - a. Finance – Lynn Musgrave
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Electric – Tim Lawrence
 - f. Police – Arnold Downing
 - g. Planning and Zoning - Chuck Ward
 - h. Human Resources – Jeff Fleetwood
 - i. Economic and Community Development – Michael Day

14. Town Administrator's Report
15. Comments from the Mayor
16. Comments from the Council
17. Comments from the Public
18. Comments from the Press
19. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, March 25, 2013

The meeting of the Mayor and Council for Monday, March 25, 2013 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Burrell, Hall, Purnell, Brittingham and Lynch were present, as well as Town Administrator Tony Carson, Human Resources Director Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Lynn Musgrave, Town Attorney David Gaskill, Electric Utility Director Tim Lawrence, Water Resources Director Jane Kreiter, Economic and Community Development Director Michael Day, Police Chief Arnold Downing, Planning and Zoning Director Chuck Ward and Administrative Assistant Sharon Timmons. Public Works Director Mike Gibbons was absent. Councilmember Lynch arrived late.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion for approval of the Regular Session minutes of March 11, 2013. Councilmember Brittingham made a motion to approve the minutes and council voted to approve 4-0 with Councilmember Lynch absent. Mayor Williams then asked for a motion to approve the Executive Minutes of March 11, 2013. Councilmember Hall made a motion to approve the Executive minutes and council voted to approve 4-0 with Councilmember Lynch absent. Mayor Williams stated that the Executive Session of March 11, 2013 was closed to discuss a matter directly related to a negotiation strategy or the contents of a proposal or contract and to consult with staff, consultants or other individuals about pending or potential litigation.

Councilmember Lynch arrived at 7:05 p.m.

Mrs. Diana Purnell, Director of BRAVE (Berlin Reclaims Attitudes and Value Enhancement) came before the council to promote their summer camp program. Mrs. Purnell described the various activities and opportunities offered to the youth and requested financial support from the Town to help offset the cost of camp tuition for those students that cannot afford to pay the required camp fees. Mayor Williams told Mrs. Purnell that her request would be taken into consideration during the budget process in April and that the council would let her know their decision at that time.

Mayor Williams announced Resolution 2013-03, a resolution proposing the annexation to the Town of a certain area of land situated and contiguous to and adjoining upon the corporate limits of the Town of Berlin and providing for the conditions and circumstances applicable to the proposed changes in boundary of the Town of Berlin. The property to be annexed is designated as Lot 1, Parcel 88, Tax Map 25 and is located on Old Ocean City Boulevard. Town Administrator Tony Carson stated that debris currently on the lot needed to be cleared before approval could be granted and that no EDU's had been established for the property and would have to be purchased. The public hearing for Resolution 2013-03 will be held on April 22, 2013.

Deputy Town Administrator Mary Bohlen came before the council and reviewed the Program Open Space annual allocation wish list in the amount of \$165,000.00. Program Open Space requires that the Town match any received grants monies with a 10% match. Ms. Bohlen stated that the requests included items that had been requested in previous years, but the development for an area in Stephen Decatur Park for the Farmer's Market had been added to the list for this year. Councilmember Purnell made a motion to approve Ms. Bohlen to submit the grant to Program Open Space in the amount of \$158,500.00 and council voted to approve 5-0.

Town Administrator Tony Carson explained that on February 28, 2011 the council had approved the Town to spend \$20,000 and in-kind services towards the West Street Culvert improvement project. The culvert is currently undersized and construction consists of increasing the culvert size and the installation of boulders on the sides of the banks. Mr. Carson also stated that home inspections would be completed beforehand and after construction on the four homes which were located on each side of the ditch. The Town had received a grant from the Department of Natural Resources in the amount of \$129,000.00, \$25,000.00 had been received from Grow Berlin Green and with the addition of the \$20,000 from the Town, the project could be completed by Memorial Day. Mr. Carson stated that the bid opening had taken place that morning and that 4 bids had been submitted. Mr. Darl Kolar, Stormwater Engineer with EA Engineering, Science and Technology had reviewed the bids, completed background checks and recommended that the contract be awarded to A-Del Construction in the amount not to exceed \$110,950.00. Councilmember Lynch questioned where the funds would be taken from and Mr. Carson stated that there were monies available in the Graham, Grice and Vine streets projects. Councilmember Brittingham made a motion to approve the awarding of the West Street Culvert contract to A-Del Construction in the amount not to exceed \$110,950.00 and council voted to approve 5-0.

Mayor Williams explained the Motion to approve the agreement for the Town to participate with the Maryland Department of Agriculture for Mosquito Control Work for 2013 at an estimated appropriated amount of \$6,000.00. Councilmember Lynch made a motion to approve the agreement with the Maryland Department of Agriculture for Mosquito Control at the estimated amount of \$6,000.00 and council voted to approve 5-0.

Department Head reports began with Finance Director Lynn Musgrave reporting that the General Fund worksession would take place on April 15th at 6:00 p.m. and the Enterprise Fund worksession would take place on April 29th at 6:00 p.m.

Deputy Town Administrator Mary Bohlen reported that the Parks Commission was gearing up for their participation in Spring Celebration. Ms. Bohlen stated that she would be attending Block Grant training in Crownsville next Tuesday and had been invited to give a presentation at the Worcester County Health Conference next Wednesday regarding Berlin's Walking Initiatives. She also noted that the Spring Newsletter had been mailed out and reminded everyone of Take Pride in Berlin week and Clean Up day on April 20th.

Water Resources Director Jane Kreiter reported that work had been progressing on the new spray site and they were hoping to begin spraying at that location next month. She reported that the Route 818 project should be completed in May. Councilmember Hall asked Ms. Kreiter about an area of roadway at the intersection of Broad and West Streets which seemed to be settling. Ms. Kreiter stated that State Highway was aware of the problem and would be repairing.

Electric Utility Director Tim Lawrence reported that his department had relocated 2 utility poles for State Highway, repaired a broken utility pole on Schoolfield Street, installed an overhead service at the Donoway building and was in the process of reading meters. He continued his report stating that he was working on the FY14 budget and would be meeting with the Boy Scouts regarding the installation of bat boxes in Stephen Decatur Park to take place in a couple of weeks.

Police Chief Arnold Downing reported that he had attended "Active Shooter Training" at the Police Academy. Discussion continued. Chief Downing explained the security measures and procedures that were discussed and being implemented in the schools.

Planning and Zoning Director Chuck Ward spoke on the aid of the Town website regarding information and forms required by residents and developers.

Human Resources Director Jeff Fleetwood reported that he would be attending the LGIT renewal seminar on Tuesday and was hoping to have Health insurance numbers by the 2nd or 3rd week of April.

Economic and Community Development Director Michael Day reported that he would be attending a meeting with the Maryland State Arts Council on Tuesday. He also stated that Spring Celebration on Saturday would begin the Town's event schedule. Mayor Williams stated that Kate Patton would be giving an update at the next council meeting on Walkable/Bikeable Berlin concept plan.

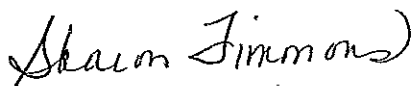
Town Administrator Tony Carson requested approval of 3 purchase orders (201302275, 201302596 and 201302335). Councilmember Burrell made a motion to approve the 3 purchase orders as submitted and council voted to approve 5-0.

Mayor Williams asked the council to forward any recommendations regarding capital improvements in the FY14 budget to Mr. Carson.

Councilmember Hall reported that the Safety Training program held at Worcester Youth and Family had been well attended. She then announced that the Farmer's Market group had signed the Memorandum of Understanding. Councilmember Burrell asked to have a copy of the vehicle inventory. Councilmember Brittingham inquired when the Flower Street sidewalk extension would begin. Mr. Lawrence stated that they were waiting for a pedestal to be moved.

Mayor Williams asked for comments from the public or the press. There being no further comments or questions, Councilmember Burrell made a motion to adjourn and the meeting ended at 7:59 p.m.

Respectfully submitted



Sharon Timmons
Administrative Assistant

<p style="text-align: center;">TOWN OF BERLIN RESIDENTS SPRING YARD WASTE PICKUP Curbside Collection</p>

Normal Trash Day	Yard Waste Pickup Day
Tuesdays or Wednesdays	Wednesday, April 17
Thursdays	Wednesday, April 24

Regular household garbage is not part of this collection.

Commercial and Industrial properties are not included in the collection program.

Residents must have items for collection set out by 6:00 a.m. Materials placed for pick up at any other time will not be collected.

DO:

Place leaves, grass clippings, pine needles and cones, and garden waste in a paper bag, plastic bag, or (maximum) 30 gallon container.

Cut brush into 4 ft. lengths and bundles no larger than 18 inches in diameter.

DON'T:

Mix in stones, rocks, metal, other inorganic matter, dirt, sod or other encumbrances

The curbside pick up of yard waste is intended for occupied residentially improved properties only.

FOR FURTHER INFORMATION REGARDING ACCEPTABLE TYPES OF YARD WASTE, PLEASE CALL THE DEPARTMENT OF PUBLIC WORKS AT 410-641-4001.

TOWN ADMINISTRATOR'S REPORT
April 8, 2013

Purchase Orders

PO# 201302519 in the amount of \$1,482.50 to Goody Hill Ground Work for repair to 14 inch force main at Berlin spray field. (24-4380-4041)

PO# 201302477 in the amount of \$11,200.00 to Intercoastal Trading for soda ash. (20-4320-4049)

PO# 201302751 in the amount of \$2,000.00 to Worcester Youth & Family Counseling for 4th quarter FY13 expenses for April 1, 2013 to June 30, 2013. (01-4500-4113)

PO# 201302502 in the amount of \$1,291.76 to Alban Engine Power Systems for service call and parts for transfer switch at Wastewater Plant. (24-4365-4041)

PO# 201302404 in the amount of \$15,555.00 to National Concrete Products for box culvert for West Street project. Purchase order had been discussed at earlier meeting, but due to an oversight had not been presented to council. (30-4300-4129)

PO# 201302786 in the amount of \$5,509.10 to Electric Motor & Contracting Company for emergency repairs to ABB breaker for the Power Plant. (10-4220-4041)

Updates